

10 September 1953

OPM 20-110-1  
PERSONNEL DIRECTOR MEMORANDUM NO. 27-53 (Revision 1)

SUBJECT : Career Designations

REFERENCE: Agency Notice [REDACTED] Determination of Career Designations  
Agency Notice [REDACTED] Review of Personnel Actions Affecting  
Career Employees (proposed) 25X1A  
Agency Notice [REDACTED] Changes in Career Designations (proposed) 25X1A

1. The following procedures are prescribed for administration within the Personnel Office of Career Designations.

2. Initial Career Designations Assigned on 27 April 1953 and Afterwards.

a. Assignment of Career Designations by Personnel Office.

Effective 27 April 1953 and thereafter, each career employee will normally be assigned a Career Designation by the appropriate Placement Officer when he enters on duty. Employees assigned to the Interim Assignment Branch will be assigned a Career Designation by the Placement Officer when they are reassigned to a definite organizational unit, as evidenced by an official personnel action.

\*\*b. Criteria for Making Determination.

Career Designations will be determined pursuant to the criteria indicated in Section 2a, Agency Notice [REDACTED] 25X1A

\*\*c. Recording Career Designations on Personnel Actions.

Career Designations will be entered in Item No. 34, immediately above Item No. 20 of Standard Form 52, Request for Personnel Action by the appropriate Placement Officer. For vouchered personnel the Processing and Records Division will record Career Designations in the same portion of Standard Form 50, Notification of Personnel Action.\*\*

3. Initial Career Designation for Personnel on Duty Through 24 April 1953.

\*\*a. In accordance with PDI No. 27-53, Career Designations have been assigned for all but approximately 300 employees who were on duty as of 24 April 1953.

\*\*Changes to the original PDI 27-53, dated 23 April 1953

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b. Machine listings have been requested which will reflect assignments of Career Designations as of 31 August 1953. Operating components will be furnished with copies of these listings annotated by Plans, Research and Development Staff to indicate reasons for instances in which no Career Designation has been officially assigned. Following a review of Career Designation assignments and undetermined cases, one copy of the machine listing will be returned to the Personnel Office and will be forwarded to Placement and Utilization Division with appropriate recommendations.

c. The Placement and Utilization Division will:

- (1) Transmit to the appropriate Career Board the names of those persons for whom further coordination is required.
- (2) Retain for further follow-up the names of those persons whose Career Designations are still undetermined.
- (3) Transmit to Processing and Records Division the names of those persons for whom Operating Offices indicate Career Designations for which no further coordination is required.

d. The Processing and Records Division will record Career Designations as outlined in 4b below, and will forward them after posting to Research Branch, Plans Research and Development Staff for transmittal to Machine Records Branch.\*\*

#### 4. Documenting Career Designations

##### \*\*a. Personnel Actions

After the establishment of initial Career Designations, all subsequent personnel actions, Standard Form 50, or Standard Form 52, as appropriate, will show the current Career Designation in Item No. 14, immediately above Item No. 20.\*\*

##### \*\*b. Service Record Cards

The Processing and Records Division will record the Career Designation for each career employee in Item No. 18, Standard Form 7, Service Record Card, in pencil. All personnel actions will be checked for subsequent changes which will be appropriately recorded.\*\*

\*\*c. Whenever the Processing and Records Division initiates an Employee Record Card, SF 4b, or transmits this record to a gaining office, the appropriate Career Designation will be recorded in the blank to the right of Item No. 3.\*\*

##### \*\*5. Processing Career Designation Changes

Requests for Career Designation changes may be initiated by

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Agency components gaining an employee or by action by the individual concerned pursuant to the procedures indicated in paragraph 4b, Agency Notice [REDACTED]. In either case the gaining career component will request change of Career Designation on Standard Form 52 either as a single action request or concurrently with another personnel action, as appropriate. The action will be designated as follows:

25X1A

"Change of Career Designation"

or

"Reassignment (Change of Career Designation)"

In these cases the current and proposed Career Designation will be shown in Item No. 14, immediately above Item No. 20, Standard Form 52, Request for Personnel Action as follows:

From: CD -

To: CD -

Item A, Remarks, will include a statement indicating that the proposed change is acceptable to the individual concerned and has been coordinated between the organizational components concerned.

a. Reviewing Career Designation Changes.

(1) In all cases involving Career Designation changes the appropriate Placement Officer will ascertain that the change has been properly coordinated between the Career Components concerned prior to his approval of qualifications.

(2) In all cases involving personnel actions in which the Command Component is other than the Career Component the appropriate Placement Officer will ascertain that the proposed change has been appropriately coordinated prior to his approval of qualifications.

(3) In all cases when Memorandum requests, initiated by individuals for Career Designation changes, are received they shall be coordinated with the Placement Officers and Career Components concerned by the Placement Officer servicing the losing component at the time the request reaches the Personnel Office enroute to the proposed gaining Career Component.

b. Recording Career Designation Changes.

The Processing and Records Division will process Change in Career Designation actions in the same manner as other types of "in-service" personnel actions. Effective date of Career Designation

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changes will be the beginning date of the pay period subsequent to the date the action is authenticated by the Chief, or Assistant Chief, Placement and Utilization Division. Normal distribution of the Standard Form 50, or Standard Form 52 used in lieu thereof, will be made. Appropriate record changes will be effected on the Service Record Card, Standard Form 7.\*\*

\*6. Processing Career Designation Appeals.

In all cases when an employee appeals a refusal by Career Components to change his Career Designation the appropriate Placement Officer will:

a. Review the case to determine that appropriate coordination action (paragraph 5,a(3)) has been accomplished.

b. Forward the case to the Assistant Director (Personnel), through appropriate channels, with a cover memorandum summarizing the case.\*\*

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